United Nations ST/SGB/2007/9

Secretariat

15 June 2007

Secretary-General's bulletin

Joint Negotiation Committee at Headquarters

The Secretary-General, pursuant to staff regulation 8.2 and staff rule 108.2, promulgates the following:

Section 1
General

1.1 The Joint Negotiation Committee at Headquarters, hereinafter referred to as "the Committee", is hereby established. The objective of the Committee is to have an equitable and effective mechanism for staff-management relations at Headquarters.

Section 2
Purpose

2.1 As the joint staff-management mechanism for negotiation in good faith between representatives of staff and the administration, the Committee shall identify, examine and resolve issues through mutual agreements relating to staff welfare, including conditions of employment and of work, general conditions of life and other personnel policies, as provided for in staff regulation 8.1 (a). It is understood that preliminary agreements of the Committee that have Secretariat-wide implications shall be referred to and considered by the established Secretariat-wide joint staff-management mechanisms before a final decision is taken.

Section 3
Membership, meetings and participation

3.1 The Committee shall consist of four members representing the administration and four members representing the staff. The four members representing the administration shall be the Under-Secretary-General for Management, the Assistant Secretary-General for Human Resources Management, the Director, Division for Organizational Development, Office of Human Resources Management, and the Director, Operational Services Division, Office of Human Resources Management. The four members representing the staff shall normally be the four highest ranking members of the Staff Committee.

3.2 Meetings of the Committee shall be held as required, but normally no less than every two months, with a prepared agenda that shall be issued seven calendar days

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before each meeting. The agenda shall provide for any other business of an urgent nature to be discussed. Emergency or informal meetings may be called by either side, as required.

3.3 Subject to prior notification, an alternate may be designated as necessary to attend a specific meeting in the absence of a full member. The alternate should normally be:

(a) In the case of the staff, another member of the Staff Committee, in order of rank;

(b) In the case of the administration, the deputy or officer-in-charge of the department or office concerned.

3.4 Both parties shall be entitled to have advisers in attendance at meetings of the Committee, who shall have the right to speak. Each side shall give a minimum of seven days notice to the other side of its intention to invite such advisers to the meeting, except in cases of emergency or informal meetings, in which case notice shall be given when calling for the meeting.

3.5 The parties shall alternately preside at the meetings of the Committee.

3.6 The Committee shall nominate a staff member as a candidate for the position of Secretary of the Committee and forward the nomination to the Secretary-General for designation, pursuant to staff rule 108.2 (e). The Secretary of the Committee shall be responsible for convening meetings, preparing agenda in consultation with both sides and preparing and circulating minutes. Minutes shall be subject to the agreement of the Committee and will be signed by the Chairperson of the meeting at which they are agreed.

Section 4
Procedures

4.1 The Committee shall:

(a) Establish its own rules of procedure;

(b) Establish such subsidiary bodies as it deems necessary to assist it when considering specific issues;

(c) Be assisted by a secretariat consisting of such staff members as may be necessary for the Committee's proper functioning. The Committee secretariat shall also service the subsidiary bodies of the Committee.

Section 5
Agreements and minutes

5.1 Agreements of the Committee shall be implemented by the responsible parties. Agreements shall normally have an implementation date. The Committee shall monitor the agreements reached and report on progress in implementation as required. It is understood that agreements can be reached only on matters for which the Secretary-General is the ultimate authority in accordance with the Charter of the United Nations and established practice.

5.2 Minutes of each formal meeting of the Committee and its reports shall be posted on the Intranet (iSeek).

Section 6
Final provisions

6.1 The present bulletin shall enter into force on 18 June 2007.

6.2 Secretary-General's bulletin ST/SGB/200/Rev.1, entitled "Joint Advisory Committee at Headquarters", is hereby abolished.

(*Signed*) **Ban** Ki-moon
Secretary-General